



# TOWN OF TRURO

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## POLICY MEMORANDUM #29, REVISED

Date: Adopted June 13, 2000

Revised January 5, 2005, October 17, 2017, September 13, 2022, May 28, 2024

\*This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.

### Subject: TRAVEL REQUEST & REIMBURSEMENT POLICY

#### 1. Introduction:

The purpose of this Policy Memorandum is to provide guidance to Town employees entitled to travel on Town business and/ or receive reimbursement for travel expenses incurred while on “Official Business” of the Town, and to establish guidelines and limits on such reimbursements.

For the purposes of this Policy, the term “employee” will include all categories of Town employees as defined in the Personnel Bylaw or through collective bargaining agreements. Members of all multi-member bodies, whether elected or appointed, are subject to the aspects of this policy relevant for travel reimbursement.

#### 2. Background:

By past practice within the Town, and as negotiated through various collective bargaining agreements, it has been the policy of the Town to reimburse employees for the use of their personal vehicles, when used on approved “Official Business” of the Town, at the current standard mileage rate as determined by the Internal Revenue Service. It has also been the practice to require the use of Town-owned vehicles, when reasonably available, rather than personal vehicles.

In certain instances, other arrangements have been approved through Bylaw, annual operating budget, individual agreement, or through various collective bargaining agreements to reimburse employees.

It has also been the policy of the Town through past practice to rely on the good sense and judgement of the individual employee to use discretion, restraint and moderation in the selection of lodging and food establishments, or other expenses, when traveling on such approved “Official Business.”

#### 3. Action:

Unless otherwise noted by contract, prior to traveling for any “Official Town Business,” department heads must submit a travel request form to the Town Manager with information about the program, conference, meeting or other reason for travel and any estimated expenses that will be incurred. Non-department head staff members should submit their travel requests to their respective department head, who will in turn, submit the form to the Town Manager.

Travel request forms should be submitted to the Town Manager no less than one business week prior for in-state travel and no less than two business weeks prior to out-of-state travel. The Town Manager reserves the right to deny travel requests that are not submitted by the required deadline, will incur expenses that are not adequately budgeted for, will hinder Town operations or are not an appropriate or desired use of Town time.

Effective on October 17, 2017, the employee Travel Reimbursement Policy of the Town of Truro will be as follows:

a. Travel:

Travel will normally be conducted through the use of a Town-owned vehicle, if reasonably available. If a Town-owned vehicle is not reasonably available, travel by personal vehicle will be authorized and reimbursed at the Federal Internal Revenue Service (IRS) travel mileage reimbursement rate in accordance with this policy.

Travel by commercial carrier will be fully reimbursed when such travel is undertaken at the most economical rate and approved in advance. When necessary at destination, the use of a compact rental car will be fully reimbursed, unless the use of a larger vehicle is necessary due to the number of persons traveling.

b. Lodging:

Reimbursement for actual lodging expenses will be fully reimbursed when such lodging is provided as part of a business, training or conference package at a set cost.

Reimbursement for actual lodging expenses will be fully reimbursed when such lodging is available at a conference or training site at pre-negotiated prices.

If lodging is neither provided, nor available at pre-negotiated prices, then the Town will limit reimbursement for lodging expenses to the rate listed by the General Service Administration per diem rates for the location nearest to the lodging (accessible via the website [gsa.gov/per diem](http://gsa.gov/per diem)), exclusive of taxes, but no less than \$200.00. Any expenses incurred for lodging in excess of that amount will be at the employee's expense, unless otherwise approved by the Town Manager. Department heads will be responsible for submitting reimbursement, including the per diem rates, and obtaining approval by the Town Manager.

c. Meals:

Reimbursement for actual meal expenses will be fully reimbursed when such meals are provided as part of a business, training or conference package at a set cost.

In all other circumstances, meal reimbursement will be limited to no more than \$95.00 per day and \$71.25 on the first and last travel days, including taxes and gratuities. Expenses incurred in excess of these limits will be at the employee's expense. Department heads will be responsible for submitting reimbursement and obtaining approval by the Town Manager.

d. Other:

The Town will not reimburse employees for any expenses incurred, other than travel, lodging, and meals as noted above, without the prior approval of the Town Manager, and it must be satisfactorily shown that the expense was a legitimate, legal and necessary expense incurred for "Official Business" only.

Original itemized receipts must be provided for all expenses incurred for which the employee seeks reimbursement. If such receipts are not provided, reimbursement will not be made.

The Town will not reimburse any expenses incurred for the purchase of alcoholic beverages, tobacco products or lottery tickets. In accordance with Massachusetts General Law. In accordance with Massachusetts General Law, Chapter 44, Section 58, "No city or town shall pay a bill incurred by any official thereof for wines, liquors or cigars."

The Town will not reimburse employees for any travel expenses incurred unless sufficient Department travel funds have been budgeted, sufficient funds are available for such travel, and all such travel has been approved by the respective Department Head and the Town Manager.

Addendum: Travel Request Form

Kristen Reed

Kristen Reed, Chair

John X. Dundas

John Dundas, Clerk

Stephanie J. Rein

Stephanie Rein

Robert Weinstein

Robert Weinstein, Vice Chair

Susan Areson

Susan Areson

Select Board

Town of Truro